

New TAC Packet 2021



TAC Responsibilities

The TAC is an agency representative designated by the administrative head of a criminal justice agency. The TAC is responsible for their agency's use of the Criminal Justice Information System (CJIS) data. When a new TAC is appointed at an agency, BCI must be notified by the agency administrator by mail, email, or fax. If an Alternate TAC is going to be assigned, the TAC or administrator must notify BCI by mail, email, or fax. The TAC is responsible for making sure all Users, Non-access Users, and Non-Users within their agency have fingerprints submitted to BCI so that the FBI Rap Back system can run daily criminal background checks. If fingerprints are rejected by the FBI for enrollment in Rap Back due to poor quality, a second set of fingerprints must be submitted. If the User's prints are rejected a second time, a name-based search of the FBI's records will be completed and another set of fingerprints must be submitted two years from the submission date of the last set of rejected prints until a set of fingerprints is accepted into the Rap Back system.

BCI is responsible for assisting agencies with access to BCI systems. BCI provides the NCIC Operating Manual and NCIC Code Manual, Nlets Manual and the BCI Operating Manuals for these reasons. BCI also offers classroom instruction for training purposes.

The employing criminal justice agency agrees to abide by all present laws, administrative rules, policies, and procedures of CJIS data as adopted by the Utah Legislature and approved by the Commissioner of Public Safety and State Attorney General, as well as any rules, policies and procedures hereinafter adopted and approved. Furthermore, the employing agency agrees to let the TAC train the "recipient" agencies it services on the protection and the integrity of CJIS data by familiarizing the recipient agencies with the laws, rules, policies, and procedures of the system.

The agency also agrees to allow the TAC sufficient time to perform all necessary duties related to CJIS responsibilities, including, but not limited to, attending the annual **mandatory** TAC Conference.

The Utah laws and rules that govern the use of CJIS data are the Utah Code Annotated § 53-10-108 and Utah Administrative Rule R722-900-3.

Summary of TAC Responsibilities

- **Dissemination, privacy, security of all UCJIS files**
- **Criminal Justice Agency Agreement**
- **Agency ORI validation**
- **Setting up new users and non-users**
- **Fingerprint Submissions for all Users/Non-users**
- **Creating and deleting logins**
- **User and non-user Security Agreements**
- **Training and testing all users**
- **User Testing Agreements and updating CERT**
- **Audits – BCI & IT**
- **Policies and Procedures**
- **Validations – \$P, \$F, ORI, warrants**
- **REPT – keeping it current (names, training dates, etc.)**
- **Attending annual TAC Conference**
- **Training users/non-users after TAC Conference**
- **Passing the annual TAC Test**

Setting up a new User or Non-Access User

Checklist:

- ☐ 1) Provide the user or non-access user with the FBI Privacy Statement Act
- ☐ 2) Add the user into the system using the ADD transaction in UCJIS
- ☐ 3) Fingerprint user using ink ten-print or Livescan
 - Fingerprint all new hires (including POST certified employees and CFP holders)
 - Fingerprint-based background check must be completed prior to granting unescorted access to physically secured locations or activating accounts
- ☐ 4) Fill out **User Setup Form**
 - Use the Google form for Livescan prints
 - For ink ten-print cards, fill out the PDF form and mail it with the fingerprint card to BCI
- ☐ 5) Have the user read and sign the **User Security Agreement**
 - Submit agreement to BCI Field Services

* Once the fingerprint-based background check is completed and the User Security Agreement form received by Field Services, the user's status on agency REPT will be changed to active and the TAC or alt-TAC should assign the user a temporary password with the RSPW transaction

- ☐ 6) Complete training and testing **within 6 months** and update the user's training date using the CERT transaction in UCJIS
 - After training and testing, submit the **User Training & Testing Agreement** to BCI Field Services

- ☐ 7) Every Two years from their hire date, train and test the user and have them sign a new **User Training & Testing Agreement** and submit the new agreement to BCI Field Services.
 - Use the CERT transaction to update their training date
- ☐ 8) When a user leaves your agency, disable their account using the RU transaction in UCJIS, then submit a **User Deletion Form**.
 - Keep all documents for the user until your agency's next BCI audit (audits are conducted on a 3-year cycle).

**Name-based background checks are not required, however the agency may choose to perform background checks.

If you have any questions, please contact the UCJIS Help Desk or your BCI Field Services Representative (see page 20 for contact information)

New Non-Users

Per Utah Administrative Code Rule R722-900, the definition of a NON-USER is any person who does not have a UCJIS login and has indirect access to criminal justice information from UCJIS. Indirect access is defined as: 1) **unescorted** access to the computer terminal areas where information may be available either on a monitor, printed, verbal **OR** 2) access to computer systems or programs that access UCJIS files.

Non-Users are set up much like Users:

- ☐ 1) Provide the non-user with a copy of the FBI Privacy Statement Act
- ☐ 2) Added to UCJIS using the ADD transaction and check the NON-USER box
- ☐ 3) Submit fingerprints to BCI and fill out the user setup form
- ☐ 3) Train on what is Misuse of UCJIS information
- ☐ 4) Train on **Dissemination, Privacy and Security** awareness, testing is not required
- ☐ 5) Sign and submit the **Non-User Security Agreement**

Background Checks: Denials

If a User, Non-Access User, or Non-User has a criminal background, BCI must be made aware of it. BCI will review it on a case-by-case basis.

BCI will deny access to UCJIS or UCJIS information on the following reasons (notification will be sent to the user/non-user, the TAC, and the agency administrator):

- Pending cases or open dispositions for deniable offenses (listed below)
- Felony convictions
- Misuse of UCJIS information conviction (UCA 53-10-108)
- Computer Fraud convictions

The agency administrator has the opportunity to appeal BCI's decision by submitting supporting police reports, court documents, etc. The agency administrator may also request 'conditional access' if a Memorandum of Understanding (MOU) is in place with BCI which would include a weekly review of the user's logs and increased vigilance.

BCI will grant access on the following closed cases:

- Any Felony: closed 7+ years ago
- Mis. A for Misuse/Fraud: closed 5+ years ago
- Mis. B for Misuse/Fraud: closed 4+ years ago
- Mis. C for Infraction for Misuse/Fraud: closed 3+ years ago

List of TAC Transactions

Located under Other, LOCAL, TAC Functions:

- ADD – To add a new User to the agency
- MUSR – To modify User information
- CERT – Update User and Non-User training dates
- RSPW – Reset a User's password
- RU – Remove a User's access to UCJIS (before asking BCI to delete them). This transaction will not work if the account is already disabled (doesn't need to happen for non-access users or non-users)
- REPT - Look at training dates, are backgrounds completed, have fingerprints been received, etc.
- ACNT – Transaction counts by agency
- TCNT - To view User transaction counts

Located under Messaging, LOCAL:

- BMSG (Broadcast Messages) - agency messages, \$F, \$P
- LOGS – To view what Users have been accessing
- MOTD – review previous messages of the day

User/Non-User Functions

Create a login for a new User by completing the “**ADD**” transaction on UCJIS (ucjis.ps.utah.gov):

The screenshot shows the UCJIS 'ADD' form. At the top, there's a header with the UCJIS logo and a navigation bar. Below the header, there's a section for 'Add' with a dropdown menu for 'User Type'. The dropdown menu is open, showing options: 'UCJIS USER', 'NON USER', 'NON USER, IT', and 'UCJIS NON ACCESS USER'. To the right of the dropdown is a 'User ID' field with a placeholder 'ENTER USER ID'. Below the 'User Type' section is the 'Person Information' section, which includes fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Date of Birth', and 'Gender'. Below that is the 'Identifying Information' section, which includes fields for 'SSN' and 'City'. At the bottom is the 'Contact Information' section, which includes fields for 'Phone Number' and 'E-mail'. Red arrows point from the explanatory text on the right to the 'User Type' dropdown, the 'User ID' field, and the 'Personal ID' field.

User Type (choose one)
User
Non-Access User
Non-User

User ID: TAC assigns
8 max alpha or numeric
UCJIS will add 'zz' to numbers

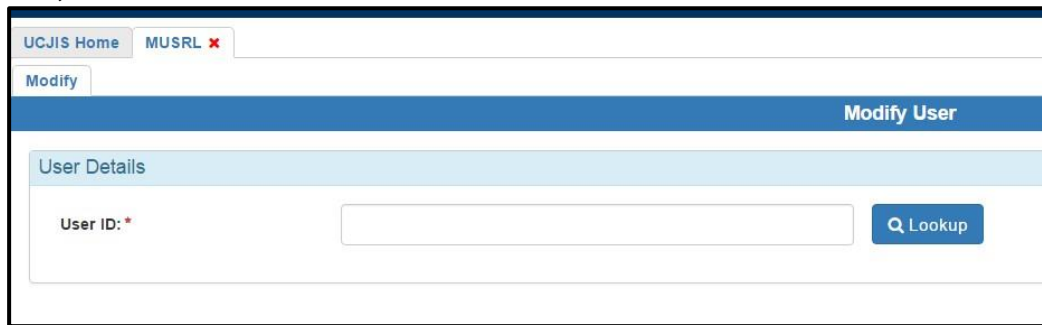
Personal ID:
TAC or User's choice
Use to identify user if they
call into the Help Desk

When the login for a USER has been entered, send the **User Setup Form** to the UCJIS Help Desk to activate the login and grant the requested access.

****Remember, if you are the TAC for several agencies, you must be set up as a TAC in each agency and keep your User ID and passwords active for each agency.**

MUSR (Modify User)

This transaction allows the TAC to update their name, personal ID, and email of all users and non-users.

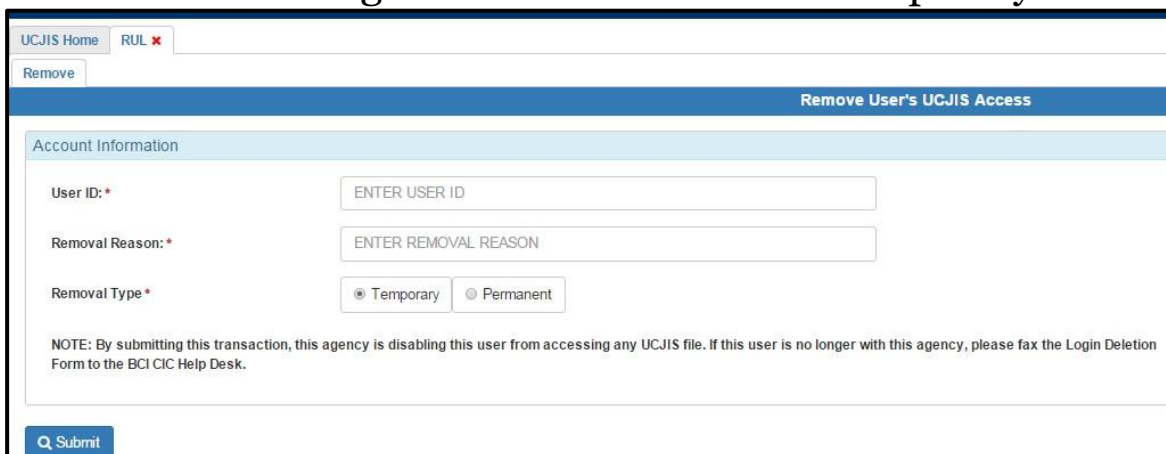


The screenshot shows the 'MUSR' (Modify User) form. At the top, there are links for 'UCJIS Home' and 'MUSRL' with a red 'x' icon. Below these is a 'Modify' button. The main heading is 'Modify User'. Underneath, there is a section titled 'User Details'. It contains a 'User ID: *' label followed by a text input field and a 'Q Lookup' button.

RU (Remove User)

RU (Remove User) is used to disable a user's account. Please indicate the reason (leave of absence, Military, etc) and select either Temporary or Permanent.

If the User, non-access or Non-User is no longer employed by the agency, the TAC needs to complete a **User Deletion Form** to indicate that the login needs to be removed completely.



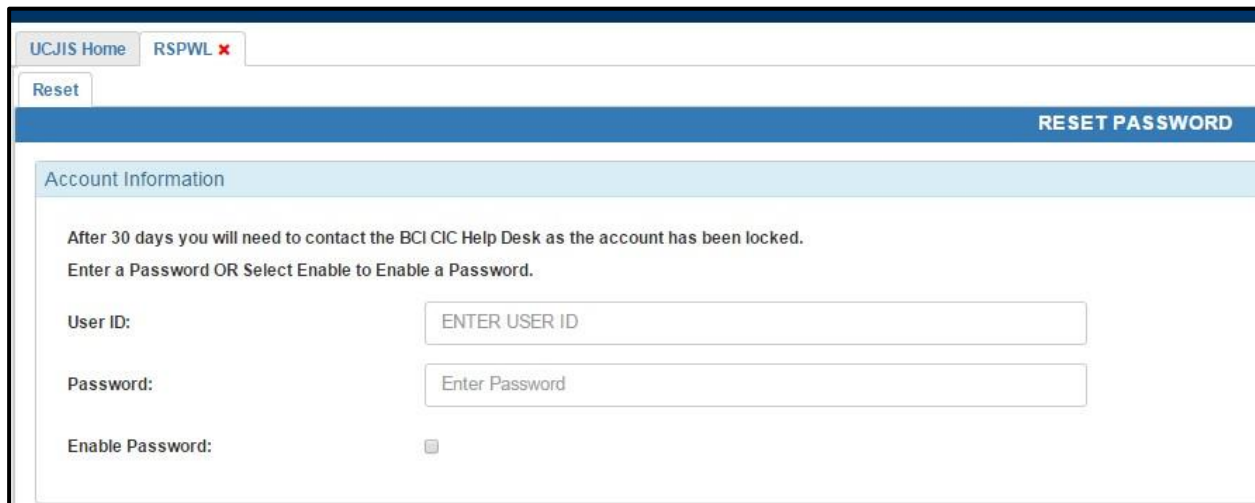
The screenshot shows the 'RU' (Remove User) form. At the top, there are links for 'UCJIS Home' and 'RUL' with a red 'x' icon. Below these is a 'Remove' button. The main heading is 'Remove User's UCJIS Access'. Underneath, there is a section titled 'Account Information'. It contains three fields: 'User ID: *' with a text input field labeled 'ENTER USER ID', 'Removal Reason: *' with a text input field labeled 'ENTER REMOVAL REASON', and 'Removal Type *' with two radio buttons labeled 'Temporary' and 'Permanent'. Below these fields is a note: 'NOTE: By submitting this transaction, this agency is disabling this user from accessing any UCJIS file. If this user is no longer with this agency, please fax the Login Deletion Form to the BCI CIC Help Desk.' At the bottom left is a 'Q Submit' button.

Reset or Change Passwords

“RESET” password and “CHANGE” password are not the same thing.

“Reset” password is a function only for TACs or BCI. It allows the TAC to ‘enable’ the user’s current password OR to ‘reset’ the password by issuing a new temporary password that is only good for three days. Within that three-day time period, the User must log into UCJIS and use the “Change” password transaction (CPW) to create a password that is good for the standard 90 days.

To access the Reset Password transaction, type RSPW into the transaction code field on the UCJIS home page.



The screenshot shows the UCJIS home page with the transaction code field set to RSPWL. A 'Reset' button is visible. The main content area is titled 'RESET PASSWORD' and contains an 'Account Information' section. This section includes a warning message: 'After 30 days you will need to contact the BCI CIC Help Desk as the account has been locked. Enter a Password OR Select Enable to Enable a Password.' Below this, there are three input fields: 'User ID:' with a placeholder 'ENTER USER ID', 'Password:' with a placeholder 'Enter Password', and 'Enable Password:' with a checkbox.

Who the TAC Trains:

1. All agency Users, Non-Access Users, Non-Users
2. Agencies you service (non-terminal agencies and after hours agencies)
3. Officers and those who receive the information (NonAccess Users, attorneys, clerks, case workers, etc.)
4. Management (Judges, Chiefs, Administrators, etc.)
5. Any authorized persons you give UCJIS information to

What the TAC Trains on:

1. Dissemination, Privacy, Security
2. Accessed Files in UCJIS
3. Misuse of UCJIS information
4. *BCI Operating Manuals and NCIC Manuals*
3. "Message of the Day" (UCJIS Home Page)
4. Information from BCI Newsletters
5. For NCIC entry Users: TOUs (TAC Home Page)
6. What was discussed at the annual TAC Conference

Who the TAC Tests:

1. All agency Users (including Non-Access Users)
2. ANYONE who has access to the UCJIS files by way of their personal login ID

CERT (Training/Testing)

The CERT transaction is where the TAC must enter the User or Non-User training or testing date when completed. The User must then sign a copy of the “User Testing Agreement” and submit it to BCI. The CERT date is what generates the TRAINING EXPIRES DATE on the REPT Report. The date expires at midnight.

Enter the date that the User signed their Train/Testing agreement into the TRAINING DATE field. BCI will automatically add two years for Users and Non-Users.

The screenshot shows the UCJIS (Utah Criminal Justice Information System) interface for the CERT (Training/Testing) transaction. The top navigation bar includes the UCJIS logo, a search bar with 'CERTL' entered, and buttons for 'New Broadcast Message' and 'Close All'. Below the navigation bar, there are tabs for 'UCJIS Home' and 'CERTL' (with a red 'x' icon), and a 'Certify' button. The main content area is titled 'Enter Train/Test Certification Date' and contains a 'User Details' section. This section has two input fields: 'User ID: *' with the placeholder 'ENTER USER ID' and 'Training Date: *' with the placeholder 'ENTER TRAINING DATE MMDDYYYY'. Below these fields, there is a note: 'Test Date must be within the past 30 days.' followed by two paragraphs of text. The first paragraph is the 'AGREEMENT FOR USERS BY TAC' and the second is the 'AGREEMENT FOR NON USERS BY TAC'.

UCJIS
Utah Criminal Justice
Information System

CERTL

New Broadcast Message

Close All

UCJIS Home CERTL x

Certify

Enter Train/Test Certification Date

User Details

User ID: * ENTER USER ID

Training Date: * ENTER TRAINING DATE MMDDYYYY

Test Date must be within the past 30 days.

AGREEMENT FOR USERS BY TAC: By entering a Train/Test Date, I, the TAC of this agency, certify that on this date, I have TRAINED AND PROFICIENCY TESTED this user on all UCJIS files this user has access to and on DISSEMINATION, PRIVACY, AND SECURITY of UCJIS information. I understand it is my responsibility to train and proficiency test this user every two years.

AGREEMENT FOR NON USERS BY TAC: By entering a Train/Test Date, I, the TAC of this agency, certify that on this date, I have TRAINED this non user on DISSEMINATION, PRIVACY, AND SECURITY of UCJIS information. I understand it is my responsibility to train all IT non users every two years and all other non users every five years.

LOGS Transaction

The screenshot shows the 'Message Parameters' form. It is divided into two sections: 'Query Parameters' and 'Time Frame'. The 'Query Parameters' section includes 'View Messages By:' (a dropdown menu with options: USER, ALL, AGENCY, ORI, USER) and 'Sort By:' (a dropdown menu with options: USER, ALL, AGENCY, ORI, USER). The 'Time Frame' section includes 'Timeframe:' (a dropdown menu with options: TODAY, YESTERDAY, LAST 7 DAYS, LAST 30 DAYS, ALL TIME), 'Start Date Time:' (a date field with '05/11/2016' and two time dropdowns set to '0'), and 'End Date Time:' (a date field with '05/12/2016' and two time dropdowns set to '0'). Below the 'Time Frame' section is another 'Query Parameters' section with fields for 'ORI:', 'User ID:', 'Agency ID:', and 'Transaction:'. Red arrows point from the 'Sort By:' dropdown, the 'Timeframe:' dropdown, the 'Start Date Time:' and 'End Date Time:' fields, and the 'User ID:', 'Agency ID:', and 'Transaction:' fields to a text box on the right.

Message Parameters

Query Parameters

View Messages By: *

Sort By: *

Time Frame

Timeframe:

Start Date Time:

End Date Time:

Query Parameters

ORI:

User ID:

Agency ID:

Transaction:

Annotations:

- SORT BY any of the options
- Choose from the different options of TIME using the down arrows
- Choose a DATE and TIME for Starting and Ending
- Different parameters will appear depending on the SORT BY
- Transaction type such as DLD, CHQ, MVL, etc

1. Type LOGS into the transaction code field.
2. You can search for all transactions run by the agency or a specific User or by your ORI for agencies who have other agencies accessing UCJIS for them.
3. Information only stays in the LOGS for 21 days. To obtain information older than 21 days, you must submit a **Dissemination Log Request Form**.

****Suggestion:** search on small date ranges or search on one specific User by clicking on their user ID on the REPT report.

REPT Transaction

REPT (User List Report Results) allows the TAC to view all User and Non-User information within their agency. Type REPT in the transaction code field. Then choose what type of user you want to see:

UCJIS Home REPTL x

Query

TAC Report

Report Options

ORI: *

View By: *

Sort By: FULLNAME

Agency: BCIFS

View by: user, nonuser, all

Sort by: full name, email, user ID

Now select what you want to see on the REPT:

Report Columns

User ID:	<input checked="" type="checkbox"/>	Full Name:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status Literal:	<input type="checkbox"/>	UCJIS User Type:	<input type="checkbox"/>	Disable Reason:	<input type="checkbox"/>
Disable Date:	<input type="checkbox"/>	Default Ori:	<input type="checkbox"/>	Personal ID:	<input type="checkbox"/>	Password Expired Date:	<input type="checkbox"/>	Date Created:	<input type="checkbox"/>	Training Expiration Date:	<input type="checkbox"/>
Background Status:	<input type="checkbox"/>	Criminal Record:	<input type="checkbox"/>	Fingerprint Date:	<input type="checkbox"/>	E-mail Address:	<input type="checkbox"/>	Comments:	<input type="checkbox"/>	User Security Agreement:	<input type="checkbox"/>
User Testing Agreement:	<input type="checkbox"/>										

TACs now have access to see what files each user has access to by clicking on **VIEW UCJIS PERMISSION**:

Query Results x

User ID	View UCJIS Permissions
aleidig	UCJIS Permissions
trainer	UCJIS Permissions
killpack	UCJIS Permissions

Click on Permissions and this is the results

Query Results x aleidig Permissions x

User Privilege Details

Code	Description
QA	Query Article
EA	ENTER ARTICLE
MA	Modify Article
CA	Clear Article

TACs can also view the last 21 days of LOGS for an individual user by clicking on VIEW TRANSACTION HISTORY:

Audit Log Results Created by sbrown2 on 05/05/2017 14:28:05					
Received Time	Agency	UserID	Transaction	ORI	Search Fields
05/05/2017 14:27	BCIFS	SBROWN2	CHQ	UTBCI0000	LAST_NAME=BEAR;FIRST_NAME=YOGI;PURPOSE_CODE=C;REQUESTER=SBROWN2;AUDIT_REASON=NEW TAC TRAINING 05-11-2017
05/05/2017 14:27	BCIFS	SBROWN2	OTRK	UTBCI0000	
05/05/2017 14:27	BCIFS	SBROWN2	JUV	UTBCI0000	LAST_NAME=BEAR;FIRST_NAME=YOGI;MIDDLE_NAME=*
05/05/2017 14:27	BCIFS	SBROWN2	QH	UTBCI0000	2L01.QH.UTBCI0000.NAM/BEAR,YOGI.SEX/M.RAC/U.DOB/19500210.PUR/C.ATN/SBROWN2.AUD/NEW TAC TRAINING 05-11-2017
05/05/2017 14:27	BCIFS	SBROWN2	PO	UTBCI0000	LAST_NAME=BEAR;FIRST_NAME=YOGI
05/05/2017 14:27	BCIFS	SBROWN2	QW	UTBCI0000	1N01.QW.UTBCI0000.NAM/BEAR,YOGI.SEX/M.RAC/U.DOB/19500210.IND/Y
05/05/2017 14:27	BCIFS	SBROWN2	QSW	UTBCI0000	LAST_NAME=BEAR;FIRST_NAME=YOGI
05/05/2017 14:27	BCIFS	SBROWN2	DLQ	UTBCI0000	LAST_NAME=BEAR;FIRST_NAME=YOGI
05/05/2017 14:27	BCIFS	SBROWN2	MVQ	UTBCI0000	LAST_NAME=BEAR;FIRST_NAME=YOGI;PAGE_NO=1

The REPT also alerts the TAC to when training dates are going to expire OR if they have expired:

User List Report Results Created by sbrown2 on 05/05/2017 14:06:28								
User ID	View UCJIS Permissions	View Transaction History	Full Name	Password Expired Date	Training Expiration Date	Background Status	Criminal Record	Fingerprint Date
aauser	UCJIS Permissions	Transaction History	AAALVIN CHIMPUNK USER	04-28-2017	04-28-2017	COMPLT	N	2015-04-28T00:00:00-06:00
aabear	UCJIS Permissions	Transaction History	AABEAR BOOBOO BEAR	08-20-2017	05-01-2019	PENDING		2017-04-01T00:00:00-06:00
aabilyb	UCJIS Permissions	Transaction History	AABILLY BOB	05-20-2017	05-20-2017	DENIED	Y	2017-03-01T00:00:00-07:00
aadavey	UCJIS Permissions	Transaction History	AADAVEY JONES	04-30-2017	04-30-2017	PENDING	P	2017-03-01T00:00:00-07:00
aajdoe	UCJIS Permissions	Transaction History	AAJCHN DOE	06-28-2017	09-15-2017			
zzadtest	UCJIS Permissions	Transaction History	ADDTEST, ADDTEST	06-01-2016	09-03-2016			
afisproc	UCJIS Permissions	Transaction History	AFIS PROC	01-31-2020	05-21-2020	DENIED	Y	1900-01-01T00:00:00-08:00
arighag	UCJIS Permissions	Transaction History	AOIERHGA/CHRG AOIERHGA/OADFA	07-24-2016	10-25-2016			

Training dates that are close to expiring will turn **YELLOW**.
As training dates become expired, the box will turn **RED**.

BCI recommends that TACs run the **REPT** report periodically to ensure that all information on their Users is current and accurate.

What to Expect from a BCI Compliance Audit

BCI Field Services is required to audit each ORI (agency) at least once every three years. The agency administrator and the TAC will receive an email from Field Services stating it is their turn to be audited and a date as to when the audit information is due. The email(s) will itemize the information that is required:

- Requested documents (Policies, REPT, etc.)
- CASE FILES for requested NCIC records or Statewide Warrants: copy the file and include the original police report
- UCH/III LOGS to justify: Please answer all five questions listed in the Audit Information Request form for each log. If the log is highlighted in RED please attach the Right of Access (ROA) waiver.
- Answer the AUDIT QUESTIONNAIRE. If another agency enters your NCIC records, contact them for the answers on the questionnaire. Remember, the ORI on the NCIC record is ultimately responsible for the record and needs to answer the NCIC questions.

Documents and Policies Needed for a BCI Audit

Agencies need to have the following documents:

- Misuse Policy that includes the following: “COMMISSIONER and DIRECTOR of BCI will be notified of any misuse as per Utah Code § 53-10-108 (12)”
- NCIC Validation Policy
- Statewide Warrants Validation Policy
- AMBER and EMA procedures: if applicable
- Copies of:
 - REPT- one page only
 - Right of Access (ROA) Contract
 - Right of Access (ROA) Blank Waiver
- Case Files for NCIC entries or Statewide warrants
 - Original police report and signed warrant from the judge through last validation

Validations

Validations should be done on the following:

- NCIC entries
 - SWW entries (Courts)
- Monthly Validations must be done 90 days after an NCIC entry has been entered and then annually until the person or item is cleared or cancelled.
- Please make a notation in the case file or somewhere else indicating the monthly validation was done.
- \$Fs are NCIC entries that should have been validated last month and were not. If these entries are not validated, the FBI will PURGE THEM (\$P) *which is considered a serious NCIC error and will be noted as such on your next BCI Agency audit.*
- \$Fs and \$Ps are found in UCJIS under the BMSG transaction code and are only available during the first week of the month after the first Saturday of the month.
- Statewide Warrants should be validated as often as possible, AT LEAST once a year.

Contact Information

If you ever have any questions and you can't find the answers, please contact a member of BCI Field Services or the BCI CIC Help Desk.

UCJIS Help Desk: dpscic@utah.gov • 801-965-4446

Field Services Region Representatives:

Northern – Ofa Vaisima: ovaisima@utah.gov • 385-499-1421

Wasatch – Chauntay Baker: chauntaybaker@utah.gov • 385-499-0186

Salt Lake 1 – Whitney Wilson: wthomsen@utah.gov • 385-499-6963

Salt Lake 2/UHP – Jonathan Harr: jharr@utah.gov • 385-266-0190

Central – Gina McNeil: gmcneil@utah.gov • 801-281-5075

Southern – Alisa Larson: alisalarson@utah.gov • 801-783-6668

Crime Statistics (UCR/NIBRS/LEOKA):

Diana Monago: dmonago@utah.gov • 385-266-1093

Alex Martinez: mmartinez@utah.gov • 385-499-5500

Missing Person Clearinghouse/Amber Alert Coordinators:

Ofa Vaisima: ovaisima@utah.gov • 385-499-1421

Alex Martinez: mmartinez@utah.gov • 385-499-5500

Field Services Supervisor:

Mandy Biesinger: mbiesinger@utah.gov • 801-281-5098